



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

REVENUE PROGRAM OFFICER

Job Number: 20001787

Job Code: 95140V000101

Job Group: 9500 - REVENUE

Job Established: 06/16/2001

Job Revised: 02/24/2006

Grade: 11 Salary (MIN - MID):

\$13,581-\$17,990 - Hourly

\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary

\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs trainee and beginning level work within the Revenue Cabinet. Performs duties in the areas of investigation and compliance work in the enforcement of tax laws; OR, performs examinations of tax returns, applications and related documentation and other data sources to determine the accuracy of returns and other tax documents; OR, performs duties in the collection of delinquent taxes; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Two years experience in tax preparation, tax administration, the examination of tax records, property appraisal, accounting, business administration, collections or a related field will substitute for each year of the required education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

In a manual or automated environment, performs office level examinations on a variety of state taxes for compliance with Kentucky tax laws and regulations. Determines the taxability of items and legality of deductions claimed. Researches tax laws, regulations, policies and reaches a taxability determination. Prepares records and reports explaining adjustments made to tax returns. Contacts taxpayers at place of business to provide assistance in explaining tax laws and regulations and how to file returns. Provides verbal and written responses to questions from taxpayers regarding interpretation of tax laws and regulations. Reviews publications, court cases and federal tax laws to stay abreast of changes affecting the examination of Kentucky tax returns. Locates and contacts delinquent taxpayers. Provides assistance to taxpayers in computing and filing tax returns. Assists in preparing tax returns for taxpayers. Performs reviews of books and records of taxpayers to ensure compliance with revenue laws and regulations. Contacts taxpayers at place of business or home to collect delinquent taxes. Performs deed checks at courthouses and property valuation offices to obtain information for possible legal action. Opens bank safety deposit boxes and inventories contents. Files tax liens. Conducts examinations and investigations relative to various taxes. Compiles daily and weekly reports of work activity. Verifies sales tax numbers. Investigates and serves legal documents for legal staff. Performs duties in the collection of state taxes. Performs duties in the collection of delinquent state taxes. Initiates enforced collection actions including bank and wage attachments, equity and lien priority determinations in court actions. Assists in the preparation and execution of seizures of tangible assets. Attends conferences with taxpayers, third party creditors and/or their representatives relating to collection actions. Analyze financial statements to determine the most feasible collection action. Prepares memoranda, reports and other correspondence for internal and external use to expedite collection of taxes.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Duties are generally performed in an office setting. May require travel with occasional overnight stays within the Commonwealth of Kentucky.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.